BOOK/ OFFICER QUALIFICAITON RECORD

EDUCATIONAL OBJECTIVES

- The procedures for recording and correcting entries in the OQR/SRB
- The appointment acceptance and record of the OQR
- The documentation of reenlistment and extension of enlistment in the SRB
- The procedures for making entries on the chronological record

EDUCATIONAL OBJECTIVES

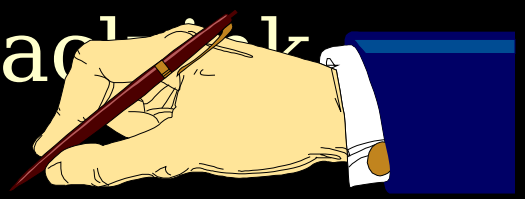
- How PRO/CON marks are documented on the Record of Service (ROS)
- The procedures for documenting military and civilian occupational specialties, education and Tech Trng
- The process for documenting a Marine’s combat history & awards

EDUCATIONAL OBJECTIVES

- The authorized entries for the page 11
- The procedures for documenting NJP on page 12
- The procedures for documenting court-martials on page 13
- The procedures for maintaining the RED
- The benefits/Regulations for SGLI

MAKING ENTRIES

- Typewriter or word processor
- Neatly print entries in black ink



- Rubber stamp

Pg 4-12

METHODS OF CORRECTION

- By Pen Change
- By Counterentry
- By Modifying Entry

Pg 4-12

SIGNATURES

- Facsimile Stamp
- CO
- Acting
- Commissioned or Warrant Officer
- SNCO with By direction authority

Pg 4-13

NAVMC 763

- Establishes a legal relationship btwn the U.S. Gov't and an officer
- Issued by CMC to enlisted Marines accepting an appt to a warrant officer or commissioned officer status
- Status change such as LDO who accepts a regular commission
- CMC prepares a partially completed NAVMC 763 - in quadruplicate ***Pg 3-16***

NAVMC 763

- ITEM 14 - Religion
- ITEM 14A - Religion Code
- ITEM 21D - Date of Discharge
- ITEM 22 - Administration of Oath
- EFF DATE - Only when directed by CMC

Pg 3-16

NAVMC 763

- Complete items using normal spacing and all capitalization to present standardization
- The appointee will sign item 22
- Then the appointee will sign each copy of the “Certified True Copy” block
- No typewriter strikeovers permitted

Pg 3-17/18

STANDARD PAGES

- DD Form 4/NAVMC 763
- NAVMC 118(3)
- NAVMC 118(8a)
- NAVMC 118(9)
- NAVMC 118(11)
- NAVMC 118(12) (Enl only)
- NAVMC 118(13) (if appl)
- RED
- SGLI Form

*File NAVMC 321a on top of contract it extends

(Enl only)

Pg 4-4

DOCUMENT SIDE

- Official letters, certificates and other papers regarding Marine to be made permanent
- Only info that is relevant and necessary
- Do not use as a catchall
- Suggested filing sequence

Pg 4-5

NAVMC 321A

- Extends current contract for up to 23 months not to exceed 48 on one contract
- Local Command Authority:
- > One month on a one-time basis
- > Three months following full duty
- > Up to 14 months for PCSO
- > Up to 23 months for OblSvc for Prom
- Telephonic for 90 days awaiting previous request

Pg 4-14/15

NAVMC 321A

- Cancelled prior to the effective date for one of the following:
- > Performance of duty so warrants
- > Physical condition so warrants
- > Declared a deserter
- > Dropped from school
- Write “Canceled” and state the reason

Pg 4-16

ENLISTMENT/REENLISTMENT DOCUMENT (DD FORM 4)

- Basic document establishing a legal relationship btwn the Gov’t and Marine
- Use natural or all capitalization and natural spacing (Do not mix methods)
- All signatures and initials will be on the original document only
- Corrections will be initialed by both the Marine and the reenlisting officer ***Pg 4-29***

ENLISTMENT/REENLISTMENT DOCUMENT (DD FORM 4)

- Erasures and corrections are allowed except in items 5 and 8 and all sections of D & E
- Typewriter strikeovers are not permitted
- All dates will be in the year, month and day format ex) 990311

OATH OF ENLISTMENT

- Administer the reenl oath a day in advance of the effective date of reenl
- When the effective date is a Monday or another day following a 2 or 3 day holiday period, administer the oath on the last working day prior
- ex) eff date of reenl is Mon, 15 March 1999 administer the oath on Fri, 12 March 1999

Pg 4-34

CHRONOLOGICAL RECORD (NAVMC 118(3))

- Designed for recording the chronological sequence of the Marine's duties and events throughout their career
- The page is divided into three columns:
- ORGANIZATION
- PRIMARY DUTY
- REMARKS

Pg 4-37

CHRONOLOGICAL RECORD (NAVMC 118(3))

- Use all UPPER case typeface letters
- Use abbreviations and/or acronyms
- Count periods of 16 days or more as a full month
- Do not record leave periods, delay or travel
- Records periods of conf, UA, IHCA/IHFA

Pg 4-38

G

(1070)

CHRONOLOGICAL RECORD

UNIT/ORGANIZATION	PRIMARY DUTY	REMARKS
2DBN 6THMAR 2DMARDIV FMF CAMLEJ NC RUC 12220 MCC V26	UD CLK (0131) (04) PERSCHF (0193) ( )	990212 JD FOR DU 990530 CHPRIDU 990530 ASG ADDU CMCC

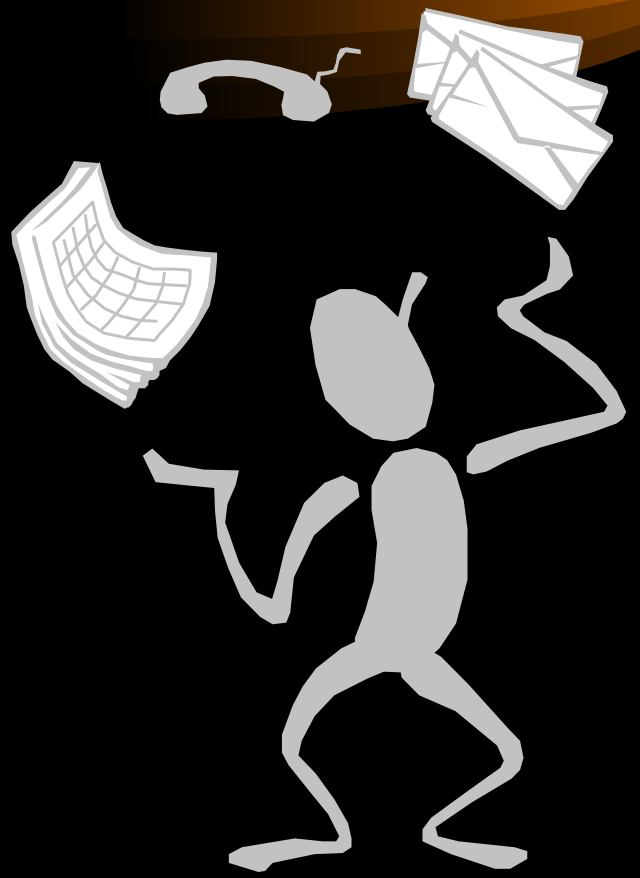
NAME (Last)	(First)	(Middle)	SSN
MARINE	SCOTT	A.	123 45 6789

NAVMC 118(3) (REV. 5-74) IEF
U/I: [illegible] SN: 0000-00-000-1905
(Previous editions are obsolete)

DESIGNED USING PERFORM PRO, HQMC/ARAE, DEC 95

PURPOSE RECORD OF SERVICE (ROS)

- Provides the commander with visual reference of a Marines previous conduct and duty proficiency



Pg 4-52

ANNOTATING ROS

- Corrections will be annotated in black ink
- DO NOT TYPE ENTRIES ON THE ROS
- Draw a line through characters, numerals or words to be changed/corrected
- Enter the change/correction directly above/below the original information
- All changes must be authenticated

Pg 4-52/3

CONTENTS OF PAGE 8a

The page 8a was designed for recording the following information on all Marines:

>Military/Civilian Occupational Specialties and Skills
> Civilian Education Completed
> Service Schools Completed
> Technical Training Received
> Correspondence Courses Completed
> Educational Examination Results
> Special Qualifications

MCI COURSES

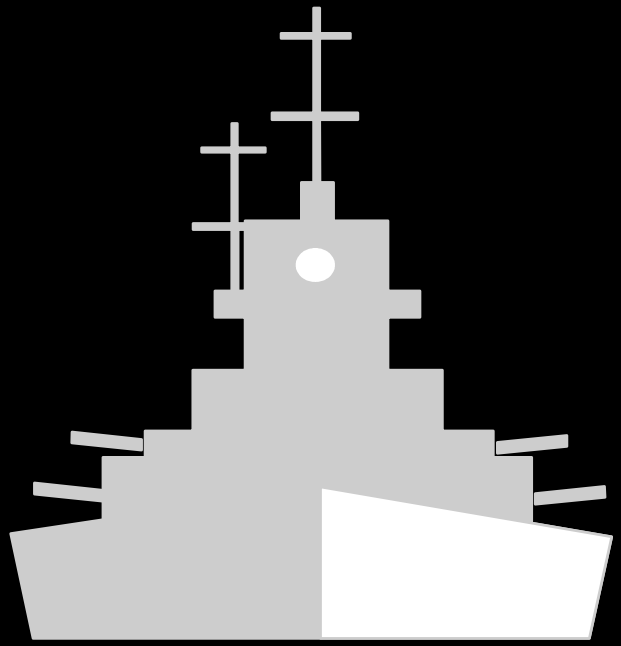
- No requirement to report on page 8a
- MCI reports all info for completions and disenrollments in MCTFS (DFR)
- Nonresident PME courses will be entered:
- NCO Non-Res (T3W)
- Amphibious Warfare Non-Res (T8C)
- Warfighting Non-Res (M82)

Pg 4-68

PURPOSE

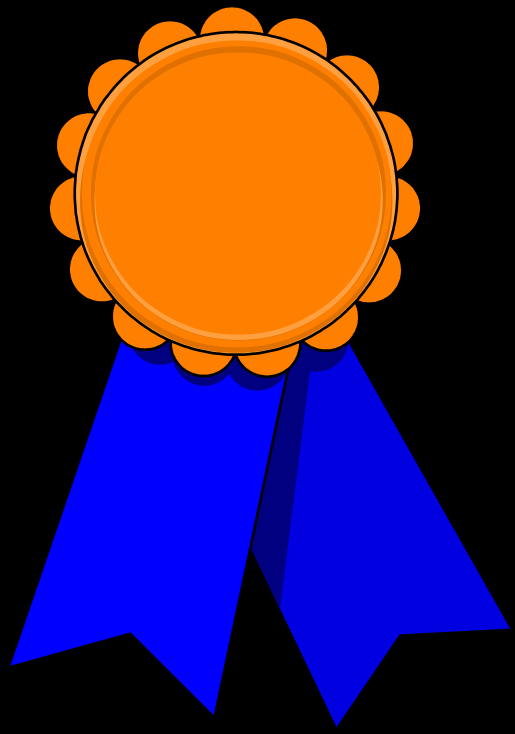
- Page 9 is designed to record brief outlines of a Marines:

Combat



Expedition

Pg 4-71



Awards

COMBAT HISTORY AND EXPEDITIONS SECTION

- Provides a brief of the battles, campaigns and expeditions in which a Marine participated
- Injuries sustained or hospitalization received
- Facts of being captured (POW), missing in action (MIA) or returned to military control

Pg 4-71

AUTHORIZED AWARDS SECTION

- Decorations
- Medals
- Unit Awards
- Ribbon bars
- Stars for Combat Aircrew
- Foreign Awards

Pg 4-73

ADMINISTRATIVE REMARKS NAVMC 118(11)

- Forms an essential and permanent part of a Marine's military history
- Entries required by any other Marine corps directives, but not included in the IRAM, are unauthorized
- Separate entries by a heavy line

Pg 4-75

ADVERSE MATERIAL

- If an adverse page 11 concerns:

Misconduct

Substandard Performance

Confirmed incidents of illegal drug abuse

Alcohol Abuse

Administrative Measures

ADVERSE MATERIAL

- Adverse statements will include:
- Marine was provide the opportunity to make a statement
- Marine did or did not choose to make a rebuttal statement
- If a rebuttal is made, fill it on the document side of the SRB

Pg 4-76

COUNSELING STATEMENT

- It must include the following language:

- “I was advised that within 5 working days after acknowledgment of this entry a written rebuttal can be submitted and this rebuttal will be filed on the document side of the SRB. I choose (to)(not to) make a rebuttal.”

Pg 4-76

REFUSES TO SIGN

- If the Marine refuses to sign an adverse/derogatory entry, add:
- “The Marine refuses to acknowledge this entry.”
- Also, by counter-entry, make an entry signed by dir to verify he was counseled

Pg 4-76

ADMINISTRATIVE REMARKS NAVMC 118(11)

- Some entries require signatures by the

Commanding Officer

Marine concerned

- Other page 11's may be signed "Bydir"

Pg 4-76

ARTICLES OF UCMJ

- Articles of the UCMJ will be explained:

- Upon initial entrance to the Marine Corps
- After completion of 6 months active duty
- *At each reenlistment
- *MARADMIN 23/98 moved this requirement to the DD Form 4

Pg 4-79

ADDITIONAL GUIDANCE

- Do not make entries referring to admin discharge or CRB proceedings
- Do not use as a local training tool
- Do not make entries for assignment to or removal from the weight control/military appearance program

Pg 4-96

PAGE 12 IS DESIGNED FOR:

- Recording offenses and punishments
- Establishing command jurisdiction at the time of the offense
- Record medal commencement date (GCM/SMCR/AFRM)

Pg 4-97

BOOKER STATEMENT

"990101. I have been given the opportunity to consult lawyer, provided by the Gov't at not cost to me, in reg pending NJP for viol of Art(s) ____ of the UCMJ. I unde stand I have the right to refuse that NJP. I (do)(do not) to exercise that right. I further understand that accep NJP does not preclude my command from taking other administrative action against me."

.

GOOD CONDUCT MEDAL PERIOD COMMENCES:	SELECTED MARINE CORPS RESERVE MEDAL/ARMED FORCES RESERVE MEDAL PERIOD COMMENCES:
950202	

NAME (Last) (First)	SSN
MARINE SCOTT A.	123 45 6789

DESERTION

- Prepare and distribute the DD Form 553
- Drop the Marine from the rolls of the command per the MCTFSPRIM
- Administratively declare the Marine a deserter on pages 3 and 12
- Assign Pro/Con marks prior to UA period
- Assign Pro/Con marks eff the UA date

Pg 4-102

RECORD OF CONVICTION BY COURT-MARTIAL (PAGE 13)

- Prepared for each summary, special, or general court-martial
- Prepared in duplicate (both copies must have original signatures)
- Authorized abbreviations may be used
- If there is insufficient room in any block use the reverse side of the page

Pg 4-111

RECORD OF CONVICTION BY COURT-MARTIAL (PAGE 13)

- Both copies will be kept in the SRB until forwarded to CMC
- Destroy both copies if charges are dropped or set aside
- When CA's action is approved, complete both copies - original in SRB, copy to CMC
- Booker Statement - on reverse side

RECORD OF EMERGENCY DATA (RED)

- Provides a current official and legally binding record of:
- >Relatives
- >Beneficiaries
- >Emergency information
- and to make casualty notification and to adjudicate claims for various death benefits

Pg 4-118

CONTENT OF THE RED

- Names and addresses of POK
- Who will receive any death benefits
- Who will receive death gratuity
- Who will receive all pay and allowances
- Who will receive SGLI payment
- Name of insurance companies to be notified
- Persons not to be notified of casualty status

Pg 4-118

CERTIFICATION PROCEDURES

- SNM will sign their first name, middle initial and last name
- The interviewer will sign their first name, middle initial, last name, grade and date
- All interviews will be conduct by a LCpl/GS-4 or above appointed in writing

Pg 5-316

CORRECTION PROCEDURES

- Draw a single line through each item on info to be corrected
- Hand write the correct information
- Sign and date each correction
- Record UD number and date on RED
- Maintain the corrected RED in the OQR/SRB until receipt of updated RED

Pg 5-316

SGLI COVERAGE

- Coverage of $200,000 is automatic for A/D
- Amount may be increased or decreased in $10,000 increments
- May elect coverage of “NONE”
- Can not increase coverage w/o medical cert
- Written election for increased coverage must be filled in record book

TERMINATION OF SGLI

- At the end of the 31st day of a continuous period of:
- >UA
- >Confinement by civil authorities
- >Confinement as a result of a court-martial that resulted in a forfeiture of pay and allow
- Coverage is automatically reinstated when the Marine returns to duty in a pay status

Pg 1-3

EXTENDED COVERAGE

- Full-time coverage is continued without charge for 120 days following termination of duty
- May be extended for 1 year for disabilities
- May elect part-time coverage or VGLI

Pg 1-4

UNUSUAL BENEFICIARY

- If designated person is other than a spouse, parent, or other dependent or close relative
- Typed or stamped on front of all copies:
- *"I have been counseled about designation of an unusual beneficiary"*

- Witnessed by Sgt/GS-4 or above in writing

Pg 2-4

AUDIT OF RECORDS

- To ensure records of personnel are accurate, complete, current, and in consonance with information maintained in the MCTFS

- Commanders shall designate an officer, SNCO, responsible LCpl, or a GS-4 or above in writing ***Pg 5-3***

OCCASIONS FOR AUDIT

- Annually on the anniversary month
- Joined chargeable to the command for duty
- Joined for DUINS in excess of 20 weeks
- Return from TAD excess
- Whenever the commander considers that an additional audit necessary
- Ref: MARADMIN 067/99

AUDIT PROCEDURES

- Conduct personal interviews
- Officer, LCpl or GS-4 or above, in writing to conduct the audit/interview
- Conduct the Annual Dependent Certification on the BIR/BTR
- When the Marine is not available, the BIR/BTR will be signed by the auditor and state the reason why.

Pg 9-15